



Department of Finance  
Canada

Ministère des Finances  
Canada

MEMORANDUM / NOTE DE SERVICE

TO  
À

Minister of Finance

SIGNED BY  
MINISTER

FEB 26 2018

FROM  
DE

Paul Rochon

Security classification / Classification de sécurité
PROTECTED
Originator / Auteur Renée Reynolds
Our file / Notre référence
Your file / Votre référence 2018FIN469539
Date FEB 26 2018

SUBJECT  
OBJET

Approval of hospitality expenses for Budget Day lock-ups

**For action. Your signature is required by February 26, 2018 for Budget Day lock-ups.**

As in past years, the Department of Finance will be hosting a number of Budget Day lock-ups (e.g. stakeholders, media, etc.). Attached is a "Day at a Glance" schedule outlining the lock-ups and locations.

The majority of lock-ups will take place on Parliament Hill precinct, at 111 Sussex Drive (media) and 90 Elgin (DM).

As participants and departmental staff in the lock-ups will not be permitted to leave the designated secure areas for the duration of the day, we propose extending hospitality as follows:

*Media Lock-Up*

More than 600 journalists and commentators are expected to attend. It will operate from 9:30 a.m. until the embargo is lifted. Water, coffee, and tea will be made available to the participants throughout the day. Participants will be able to purchase food on site.

*Other lock-ups*

Water, coffee, and tea will be made available at the lock-ups for provincial and territorial working-level officials, federal government officials, tax practitioners, legal publishers and stakeholders.

Water, coffee, tea, and a light lunch be provided at the lock-ups for the Liberal Caucus, the Senators and the Opposition.

Water, coffee, and tea will be provided at the secured reading for Deputy Ministers and Associates.

ADM: Pam Aung Thin (613-369-3212)  
Sr. Director: Jo-Ann Purcell (613-369-4132)

Canada

Departmental staff supporting the various lock-ups will be required to stay within their designated secured areas for the duration of the day. Refreshments and a light lunch will be provided.

Please refer to the attached "Authorization to Hold or Participate in an Event" form with a detailed breakdown of the hospitality and conference costs pertaining to all Department of Finance Budget Day events. Your approval is requested to authorize the estimated hospitality costs as they exceed \$10,000.

The individual costs of refreshments and lunch are within TBS guidelines. The estimated cost per person for the lunch is \$15.00, which is below the TBS Maximum of \$56.70.

If you approve, please sign at the bottom of page two of the attached "Authorization to Hold or Participate in an Event" form.

The hospitality request has been reviewed and it is in accordance with TBS policy.

  
Reviewed by Adelle Laniel, CFO

Feb 26, 2018  
Date

*Attachments (2)*

**Budget 2018**  
**Day at a Glance**

- 6:30**      **Budget Operations Centre #1 (BOC#1) opens (John G. Diefenbaker Building)**  
BOC#1: 111 Sussex Drive, 1<sup>st</sup> Floor
- 8:00**      **Officials' ID Name Tag Pickup**  
Location: 90 Elgin, 2nd Floor Conference Centre – Room 2-A  
(After 9:15 badges will be available at 90 Elgin and relocated to BOC #1 - media lock-up briefers)
- 8:30 – 9:00**      **Deputy Minister of Finance's Briefing to Finance Briefers**  
Location: 90 Elgin, 2nd Floor Conference Centre – Room 2-A
- 9:00**      **Budget Operations Centres #2 and #3 open**  
BOC#2: Centre Block, 435-S  
BOC#3: Wellington Building, 197 Sparks Street – Room 320
- 9:00 – 12:30**      **Reading Areas for Finance and Other Federal Government Briefers open**  
Location 1: 111 Sussex Drive, Promenade room – Terrace level  
Location 2: Wellington Building, 197 Sparks Street – Room 320
- 9:30**      **Media Lock-up begins**  
Location: 111 Sussex Drive, 1<sup>st</sup> Floor & Terrace Level  
*\*briefers enter at 9:30a.m.*
- 11:00**      **Secured Reading for Provincial and Territorial Officials begins**  
Location: Valour Building, 151 Sparks Street – Room 306  
*\*briefers enter at 11:00a.m.*
- Secured Reading for Economic Commentators begins**  
Location: Wellington Building, 197 Sparks Street – Rooms 430 & 330  
*\*briefers enter at 11:00a.m.*
- Secured Reading for Tax Practitioners begins**  
Location: Wellington Building, 197 Sparks Street – Rooms 330 & 430  
*\*briefers enter at 11:00a.m.*
- Secured Reading for Legal Publishers begins**  
Location: 90 Elgin, 2nd Floor Conference Centre – Rooms 2-B/C  
*\*briefers enter at 11:00a.m.*
- Secured Reading for 1-800 Enquiries begins**  
Location: 90 Elgin, 10th Floor – Room 10-087
- 10:30 – 13:00**      **Lunch available for Finance staff/volunteers at 111 Sussex (Promenade Rm, terrace level)**
- 11:30 – 13:00**      **Lunch available for Finance staff/volunteers at Wellington Bldg (Room 320) & Valour Bldg (640A & Opposition Lock-up) – SJAM (Caucus)**
- 11:45**      **Caucus Lock-up begins**  
Location: Sir John A. MacDonald Building, 144 Wellington Street – Room 100  
*\*briefers enter at 11:45a.m., Powerpoint presentation lead by MINO*
- Secured Reading for Opposition Parties begins**  
Location: Valour Building, 151 Sparks Street – Room 228  
*\*briefers enter at 11:45a.m.*
- 13:00**      **Senators & Assistants Briefing begins**  
Location: Valour Building, 151 Sparks Street – Room 268  
*\*briefers enter at 13:00p.m.*
- 13:45**      **Minister's Press Conference in the Media Lock-up**  
Location: 111 Sussex, Poliquin Room, Terrace Level
- Stakeholders' Lock-ups begin**  
Location 1: Parliament Hill, Centre Block – Room 237-C  
Location 2: Wellington Building, 197 Sparks Street – Room 325  
*\*briefers enter at 13:30p.m.*
- 14:00**      **Secured Reading for Federal Government Officials begins**  
Location: Sir John A. MacDonald Building, 144 Wellington Street – Room 200 & 250
- 15:00**      **Secured Reading for Deputy Ministers and Associate Deputy Ministers begins**  
Location: 90 Elgin, 2nd Floor Conference Centre – Room 2-A

\*Approximately 16:00      **Tabling of Budget 2018 in the House of Commons**

**Embargo to be lifted at 111 Sussex Drive by designated Department of Finance official**

Indicate an « X » in the appropriate box/ Indiquer «X» dans la case appropriée :



Operational Activity / Activité opérationnelle



Event / Événement

1.General Information / Information générale

Branch (es) organizing or participating in function / Direction (s) organisant ou participant à la fonction Consultations and Communications									
Contact person / Personne- ressource Jo-Ann Purcell				Telephone number / Numéro de téléphone 613-369-4132					
Name of function / Nom de la fonction Federal Budget 2018									
Location / Lieu Various		Room / Salle Various		Date and time / Date et heure					
				Start / Début 06:00 AM		End / Fin 06:00 PM			
				2018	02	26	2018	02	27

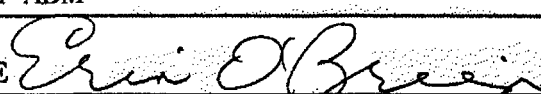
2. Costs related to Hospitality / Coûts liés à l'accueil

TYPES OF HOSPITALITY EXPENDITURES / TYPES DE DÉPENSES D'ACCUEIL	NUMBER OF PARTICIPANTS NOMBRE DE PARTICIPANTS			Alcohol/ alcool	Estimated Cost Per Person/ Coût estimatif par personne	TB Standard Cost Per Person / CT - coût standard par personne	TB Maximum Cost Per Person / CT - coût Maximum par personne	Total Estimated Cost/ Coût estimatif total
	Public Servants/ Fonction- naires	Non-Public Servants/ Non- fonction- naires	Total					
	A	B	(A+B)=C	D	E			F : C x E
DATE:18/02/26								
Breakfast /Petit déjeuner	15		15	<input type="checkbox"/>	\$10.00	\$28.65	\$42.98	\$ 150.00
Lunch / Déjeuner	15		15	<input type="checkbox"/>	\$15.00	\$37.80	\$56.70	\$ 225.00
Dinner / Dîner	15		15	<input type="checkbox"/>	\$30.00	\$82.86	\$124.29	\$ 450.00
Reception / Réception			0	<input type="checkbox"/>	\$0.00	\$38.20	\$57.30	\$ 0.00
AM Refreshments/ Rafraîchissements AM	15		15	<input type="checkbox"/>	\$5.00	\$9.55	\$14.33	\$ 75.00
PM Refreshments/ Rafraîchissements PM	15		15	<input type="checkbox"/>	\$5.00	\$9.55	\$14.33	\$ 75.00
Entertainment and other exceptional forms of hospitality / Divertissement et autres formes exceptionnelles d'accueil	Please specify / Veuillez spécifier							
								\$0.00
DATE:18/02/27								
Breakfast /Petit déjeuner	15		15	<input type="checkbox"/>	\$10.00	\$28.65	\$42.98	\$ 150.00
Lunch / Déjeuner	130	670	800	<input type="checkbox"/>	\$13.00	\$37.80	\$56.70	\$10,400.00
Dinner / Dîner			0	<input type="checkbox"/>	\$0.00	\$82.86	\$124.29	\$ 0.00
Reception / Réception			0	<input type="checkbox"/>	\$0.00	\$38.20	\$57.30	\$ 0.00
AM Refreshments/ Rafraîchissements AM	15	1390	1405	<input type="checkbox"/>	\$2.50	\$9.55	\$14.33	\$3,512.50
PM Refreshments/ Rafraîchissements PM	15	1450	1465	<input type="checkbox"/>	\$2.50	\$9.55	\$14.33	\$3,662.50
Entertainment and other exceptional forms of hospitality/ Divertissement et autres formes exceptionnelles d'accueil	Please specify / Veuillez spécifier							
								\$0.00
Total Estimated Hospitality Costs / Total des coûts estimatifs d'accueil								(T)\$18,700.00

Professional services / Services professionnels		
Meeting room (s) rental / Location de salle (s) de rencontre	Rental of entire facilities for 2 days	\$40,000.00
Audiovisual services and equipment rental / Services audiovisuels et location d'équipement	Press conference, monitors, sound system	\$8,708.00
Travel (air, rail, accommodation, meals, incidentals, etc..) / Frais de déplacement (avion, train, logement, repas, faux frais)		\$0.00
Transportation services / Services de transport	Coach buses, Shuttle Bus & Van rental (transport equip)	\$3,549.74
Telecommunication services / Services de télécommunication		\$0.00
Other / Autres	Police, Paramedics and Commissionaire	\$11,349.54
Total / Total		(II) \$63,607.28

TOTAL ESTIMATED COSTS / COÛTS TOTAUX ESTIMATIFS	(I) + (II) \$82,307.28
TOTAL ESTIMATED OTHER DEPARTMENT EVENT COSTS (if applicable) / COÛT TOTAUX ESTIMATIFS DES AUTRES MINISTÈRES POUR L'ACTIVITÉ (si applicable)	\$0.00

4. Authorization under Section 32 of the Financial Administration Act (FAA) /  
Autorisation selon l'article 32 de la Loi de la gestion des finances publiques (LGFP)

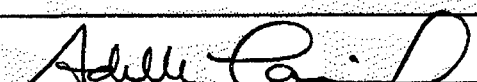
SECTION 32 OF FAA / ARTICLE 32 DE LA LGFP			
(Print name and position title / Nom et titre du poste en lettres moulées) Pam Aung Thin--ADM			
SIGNATURE 	FC Code/ Code CF 902203	Amount (\$) / Montant(\$) \$82,307.28	DATE Feb. 26, 2018
SECTION 32 OF FAA / ARTICLE 32 DE LA LGFP			
(Print name and position title / Nom et titre du poste en lettres moulées)			
SIGNATURE	FC Code/ Code CF	Amount (\$) / Montant(\$) \$0.00	DATE
SECTION 32 OF FAA / ARTICLE 32 DE LA LGFP			
(Print name and position title / Nom et titre du poste en lettres moulées)			
SIGNATURE	FC Code/ Code CF	Amount (\$) / Montant(\$) \$0.00	DATE

5. Authorization to hold or participate in an operational activity or event / Autorisation pour organiser ou participer à une activité opérationnelle ou événement\*

\*Note: See Authorization chart below. / Voir tableau d'autorisation ci-dessous.

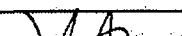
Chief Financial Officer (CFO) Review\* / Révision par le dirigeant principal des finances (DPF)\*

\*Note : Only for requests requiring the Minister or Deputy Minister's authorization. / Seulement pour les demandes nécessitant l'autorisation du ministre ou du sous-ministre.

(Print name / Nom en lettres moulées) Adelle Laniel--CFO	
SIGNATURE 	DATE Feb 26, 2018

Delegated authorization level\* / Niveau d'autorisation délégué

\*Note: See Authorization chart below. / Voir tableau d'autorisation ci-dessous.

(Print name and position title / Nom et titre du poste en lettres moulées) Bill Morneau, Minister of Finance Canada	
SIGNATURE 	DATE Feb 26, 2018

**Page 6**  
**is not relevant**  
**est non pertinente**

<b>Associate Deputy Minister &amp; G7 Deputy for Canada</b> <b>Sous-ministre délégué et représentant ( Sign on behalf of DM ) du Canada au G7 ( Signer au nom du SM )</b>	<input type="checkbox"/>
<b>Associate Deputy Minister</b> <b>Sous-ministre déléguée ( Sign on behalf of DM ) ( Signer au nom du SM )</b>	<input type="checkbox"/>
<b>Assistant Deputy Minister</b> <b>Sous-ministre adjoint(e) ( Sign on behalf of DM ) ( Signer au nom du SM )</b>	<input type="checkbox"/>